

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
PUBLIC SESSION MEETING MINUTES  
January 23, 2020**

**OPENING AND ATTENDANCE**

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Lt. Calhoun called the meeting to order at approximately 10:04 A.M.

**BOM MEMBERS**

|                              |                        |
|------------------------------|------------------------|
| Lieutenant Frederick Calhoun | NCCPD                  |
| Mark Hitch                   | JP Court               |
| Marian Bhate                 | ODS                    |
| Gregory Patterson            | DOJ                    |
| Secretary James Collins      | DTI                    |
| Carrie Hyla                  | DYRS                   |
| Phillip Winder               | DOC                    |
| Jeffrey Horvath              | Police Chief's Council |
| Michelle Hoffman             | Family Court           |
| Renee Rigby                  | DSP                    |
| Elmer Setting                | AOC                    |

**STAFF**

|                  |        |
|------------------|--------|
| Earl McCloskey   | DELJIS |
| Alyssa Huenke    | DELJIS |
| Michael Kelly    | DELJIS |
| Lisa Morris      | DAG    |
| Mary Hansen      | DELJIS |
| Jennifer Simpson | DELJIS |

**PUBLIC AND NON-VOTING PARTIES**

Captain Benjamin Parsons  
Isabella Kaplan  
Hitesh Nariani  
Patricia Burke  
Ronald Stoner  
Samantha Exter  
Courtney Eisenacher

**I. REVIEW AND APPROVAL OF NOVEMBER MEETING MINUTES**

Secretary Collins made a motion to approve the November public session minutes, Ms. Bhate seconded the motion. All in favor, one abstained, motion carried.

Ms. Bhate made a motion to approve the November executive session minutes, Secretary Collins seconded the motion. All in favor, one abstained, motion carried.

**II. HEARINGS**

A motion was made by Mr. Patterson to enter executive session pursuant to 29 Delaware code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (1)(3)(5)(6)(9) and seconded by Ms. Bhate. All in favor, Mr. Winder recused himself for both cases, motion carried.

- Case 201907031 – Mr. Setting made a motion for the appellant's suspension to be lifted for time served following re-attendance of training and immediately begin logging activity for a period of three months. Ms. Bhate seconded the motion. Ten in favor, one recused. Motion carried.
- Case 201907032 – Mr. Patterson made a motion for the appellant's suspension to be lifted for time served following re-attendance of training and immediately

begin logging activity for a period of three months. One name identified in this case to be flagged in the system. Ten in favor, one recused. Motion carried.

### **III. SELECTION OF NOMINATION COMMITTEE**

Ms. Bhate made a motion to amend the slate of officers from Ms. Marianne Kennedy as Chairperson, Mr. Gregory Patterson as Vice Chairperson, and Mr. Jeffrey Horvath as Secretary to Ms. Marianne Kennedy as Chairperson, Mr. Jeffrey Horvath as Vice-Chairperson, and Lieutenant Fred Calhoun as Secretary. Mr. Winder seconded the motion. All in favor, motion carried.

Ms. Bhate made a motion to accept the slate of officers to consist of Ms. Marianne Kennedy as Chairperson, Mr. Jeffrey Horvath as Vice-Chairperson, and Lieutenant Fred Calhoun as Secretary. Mr. Winder seconded the motion. All in favor, motion carried.

### **IV. OLD BUSINESS**

- I. Automated Usage Statistics – No comments made on attachment B in the meeting handouts.
- II. Project Status Report – Mr. McCloskey referred to attachment C in the meeting handouts and provided updates of the following projects:
  - i. DMV Registration Status Field – Mr. McCloskey brought up an issue where DMV shows the registration cancelation with dates from red light violations, but the registration is still active. This confusion has led to officers writing tickets for an invalid registration where DMV states the registration is okay. The status simply meant that the registration is flagged and will not be eligible for renewal until the fines are paid. DELJIS is working with DMV to get a status field entered to clearly show whether a registration is active, suspended, or expired.
  - ii. DNREC – Mr. McCloskey stated that there is still a lot of work to be completed this summer by adding an abundance of new violations and programming ECrash for boat accidents. Ms. Rigby stated that SBI needed to be included in these changes because some of the DNREC offenses are NIBRS offenses and are included on criminal history. Need to ensure that field service reports are not being completed on offenses that are reportable in a crime report.
  - iii. Involuntary Commitments – Superior Courts – Mr. McCloskey stated they are coming up with a way for the DOJ or Superior Court to enter the involuntary commitment records directly so that it gets to the NICS G4 expeditiously. Superior Court wants to withdraw the existing capias' for involuntary mental commitments and put them in the system as a flag. Mr. McCloskey stated he will need some legal guidance from the DOJ to figure out how that will work. Involuntary commitments who miss a hearing will simply have a flag on their record and ident file to be turned over to Crisis Intervention.
  - iv. Restricted LEISS Reports – Mr. McCloskey stated that currently the LEISS reports are restricted until it is approved and then open for everyone in the agency to view. With some programming the reports can be approved and restricted to be viewed by only those who the originating officer designates. Mr. Horvath stated something should be implemented to keep the officers from restricting all reports because they can.

- v. DOC Enhanced missing fields for DACS – Mr. McCloskey stated this is still being worked on but is going well.
- vi. LEISS NIBRS Records Approval – Mr. McCloskey stated it is targeted for March 30<sup>th</sup> to go live.
- vii. Long-Term Care Servers – Mr. McCloskey stated State Police had a question about Long-Term Care having access to NCIC records. Long-Term Care shares a server with SBI and it is being worked on to separate the servers and Long-Term Care will have its own server. They do background checks continuously for employees and get a snapshot of criminal history that sits on the server for three-six months and then removed.
- viii. Video Phones – Ms. Bhate stated Saturday, January 25 starting at 9 AM to approximately 1 PM video phone servers will be down. It should not have any effect to the individual units, it is just an update to the back-end.
- III. DTI RFP re: Mainframe DB Cloud Solution – Mr. McCloskey stated that they have narrowed it down to the top three candidates in moving the mainframe as a service to a cloud solution.
- IV. DTI Mainframe Applications Assessment Using MS Vendor “Modern Technologies” – Mr. McCloskey stated they are currently just collecting data and still have some work to do. This will help everyone to understand what the mainframe is being used for and what everyone’s contribution is.

## **V. NEW BUSINESS**

- I. Courts Merging – Mr. Hitch advised that Justice of the Peace Court 10 and Justice of the Peace Court 20 will be merging together. Justice of the Peace Court 20 will now be located at New Castle County Courthouse on the 7<sup>th</sup> floor and assume all of Justice of the Peace Court 10’s cases. Estimated date of completion will be mid-May to mid-June and to be up and running sometime in July.
- II. Legislative Update – Mr. McCloskey referred to the 150<sup>th</sup> General Assembly list that might affect Criminal Justice.
- III. Defendant Pedigree Form Automation – Mr. McCloskey stated that the target date to go live is February 3<sup>rd</sup>. Automated form for the defendant pedigree is working well with warrants but it is still allowable to be faxed in to the courts.
- IV. DELJIS Rules – Mr. McCloskey stated that there will possibly be an update to the internal DELJIS rules and regulations to make clear the stages of a breach investigation. There will be a consultation with DAG Morris and should be completed by the end of February.

## **VI. PUBLIC COMMENT**

There was no public comment.

## **VII. ADJOURNMENT**

A motion was made by Mr. Patterson to adjourn the meeting at approximately 12:13 P.M. The motion was seconded by Mr. Horvath. All in favor, motion carried.